



# Rosenberg's Rules of Order at a Glance

## The Three Basic Motions

*Simple majority to pass / open to debate*

**Basic Motion:** "I move that we..."

**Motion to Amend:** suggests changes to the basic motion.

**Motion to Substitute:** replaces the basic motion entirely.

## Special Motions

*Simple majority to pass / no debate, goes directly to vote*

**Motion to Adjourn:** ends the meeting.

**Motion to Fix a Time to Adjourn:** ends the meeting at a set time.

**Motion to Recess:** break in the meeting. Chair sets length of the break.

**Motion to Table:** defers the motion under discussion to a future date.

## Motions that Permanently Close Discussion

*2/3 majority to pass / no debate, goes directly to vote*

**Motion to Limit Debate:** stops debate. "I move the question."

**Motion to Close Nominations:** stops new nominations for a position.

**Motion to Object to the Consideration of a Question:** rare, stronger form of tabling. Used before debate has begun.

**Motion to Suspend the Rules:** temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

## Meeting Interruptions

*May be used at any time. Chair responds by asking you to state your point.*

**Point of Privilege:** points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.

**Point of Order:** points out failure to follow correct meeting procedures.

**Call for Orders of the Day:** points out that the discussion has strayed from the agenda.

**Appeal:** reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.

**Withdraw a Motion:** used by the person making the motion. Others may immediately reintroduce the motion if they wish.

## Motion to Reconsider

*Simple majority to pass / open to debate*

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

## Life of a Motion

1. Chair announces item subject and number
2. Sponsor introduces item
3. Board asks technical questions for clarification purposes
4. Public comment on the item
5. Chair asks for motion
6. Chair asks for second
7. Board debates motion
8. Board votes
9. Chair announces result

## Notes:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote.